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## **FULBRIGHT FOREIGN STUDENT PROGRAM IN UZBEKISTAN**

### ***Instructions for Completing Application***

**Before applying potential applicants should ensure that they meet the following minimum eligibility criteria**

- Applicants must be citizens or permanent residents qualified to hold a valid passport issued by Uzbekistan, and reside in the country throughout application and selection process.
- Applicants must have completed undergraduate education and hold a degree equivalent to a U.S. bachelor's degree by the start of application period. Graduate students holding a master's degree or Diploma of Specialist are also eligible.
- Applicants must have a sufficient level of English to enable them to successfully complete full-time graduate study in the U.S.
- Applicants must be eligible for J-1 visa, which requires the grantee to return to Uzbekistan for a minimum of two years at the end of the grant period. Persons desiring permanent residence in the United States are not eligible.
- Applicants can apply to all fields of study except the medical sciences. Medical graduates may seek a Master's Degree in Health Care Administration.
- Strong preference will be given to applicants who do not have recent and/or extensive experience in the U.S. If you do have significant experience in the U.S., you may apply, but explain in your application how further experience in the U.S. will fulfil the Fulbright mission and not be a duplication of prior visit.

## **COMPLETING AND SUBMITTING THE APPLICATION**

*Please read all instructions carefully before completing the Fulbright Student Program Application!  
Applications that do not comply with these instructions will be considered ineligible.*

Fulbright Foreign Student Program applications are completed online through the Embark System: <https://apply.embark.com/student/fulbright/international/>. The online application is used by Fulbright commissions/offices worldwide. Each commission/office sets its own policies, procedures and country-specific instructions for using the online application system; therefore you **must follow the instructions below!** The Embassy will NOT be accepting hard copy applications this year – please apply through the online system only.

### **STEP 1: Record user ID and password in a safe place**

**Your email address is your user ID.** When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “**Update My Account**” at the top of the Home page of this application. **If you reapply for the program, you must create a new account** with a new email for your new on-line application.

### **STEP 2: Complete the application**

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that **once you submit your application, you can NO longer make changes** to it. All forms in this application are to be completed in English. Items must be answered completely and carefully.

### **Some helpful “tips”:**

- Avoid using all capital letters when answering items, e.g. name, address, etc. It is **better to use upper and lower case**, e.g. Ron Smith.
- You can **copy and paste information** into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to ‘preview’ each page of your application to make sure that all your data displays.
- **Do not use any Cyrillic letters** on any portion of the application as these letters cannot be processed in the Fulbright online system and will be unreadable—and most readers in the U.S. will not be able to understand your entry.
- You can **review each page of the application** in its PDF format by clicking on the Preview button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5 and 6. On the essay pages, text entered that exceeds the space provided will display and print. However, it is recommended that you **try to keep your essays to one page** when possible.
- You have several ways in which you can create your essays.
  - You can compose your essay on-line. Please note, **there is a 40-minute ‘time out’ function**. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
  - You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.

- You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
- Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must **leave a 1½ inch (4 cm) margin at the top of every page of your essays** to allow space for the header that will appear on the print version of your application. Please preview documents uploaded to ensure that the margins are correct.
- You should **preview all of your essays** to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner of the screen. When you preview an essay, you **must use the “Back” browser button to return** to your essay. Closing out of the HTML preview (i.e. **clicking the X in the upper right-hand corner**) will **exit you** from your application.
- Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions. **REMEMBER: Save your entered text often!**

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

**Preliminary Questions:** This page appears immediately after you submit details to create your online account. It is very important that the following questions are answered correctly:

- *Question 1 – Through which program country are you applying?*

You must **select Uzbekistan**. Selecting another country in this field will send your completed application to the Fulbright Commission/office in that country.

- *Question 2 – To which program are you applying?*

**Select the Fulbright Foreign Student Program.**

- *Question 3 – Have you checked with your Fulbright Program Office?*

You must **select ‘Yes.’** You do NOT have to check with us before making an application but please make sure you fit all the eligibility requirements before starting your application.

- *Question 4 – For which academic level are you applying?*

You must **select ‘Graduate Study.’**

**Item 1 Name:** It is very important that you list your name exactly as it appears on your passport. Please use upper and lower case when entering your name, e.g. Ron Smith. Also, do not use diacritical markings as this can sometimes create computer-related problems.

**Item 11 Application Cycle: PLEASE SELECT 2017-2018.**

- ***Degree Objective: Select Master's degree from the drop down menu of choices***

**Item 12 Field of Study:** From the choices, select the field of study most appropriate to your study objective. You can also indicate your specialization and briefly elaborate on the exact nature of your objective in the text box that follows.

**Item 14 Institutions Attended:** Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree.

**Item 21 Position Code:** Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

**Page 4 Study/Research Objective:** The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

**Page 5 Personal Statement:** The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. Again, remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

- The Study Research Objective and Personal Statement essays must be professionally formatted. It is highly you use the following formatting: Times New Roman Font in size 12; Use ¾ inch (or 2 cm) margins on the left, right and bottom sides; Apply single spacing.
- On the essay pages, text entered that exceeds the space provided will display and print. However, it is recommended that you try to keep your essays to 2 pages when possible.
- Do not use any Cyrillic letters as these letters cannot be processed in the Fulbright online system and will be unreadable.
- Finally, always have someone proofread your essays for any language or grammatical mistakes before including them in your Fulbright application.

**Page 6 Resume/Curriculum Vitae:** Although this page is not required, most applicants attach a resume (useful if you intend to pursue a professional degree, e.g. business or law) or curriculum vitae (useful if you intend to pursue a theoretical, academic degree). While there is no 'header' on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application.

**Page 7 University Transcripts:** Your application is not considered complete until you scan academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended, and original English translations (when necessary) and upload them into this application. Just follow the instructions that appear on page 7 of the application. Do NOT send hard copies of your academic documents to the Fulbright office.

ONLY nominated candidates will be requested to submit official (verified by the university's Director of Archives/Dean/Vice Rector or notarized) and complete academic documents, accompanied by English translations (from official Translation Bureau or University International/English language department).

**Page 8 Personal Information:** The information provided on this form will be used by the Fulbright Program in Uzbekistan and Fulbright administrative agencies for internal purposes only.

**Item 32 National Identification Number:** Please leave blank

**Page 9 Personal Financial Information:** Not required, but if you plan to bring your dependents, who will require financial assistance from you during your stay in the U.S., answer the questions of **Item 45 DEPENDENTS**. Please be aware that the Foreign Fulbright Student program does not provide for dependents. Should dependents accompany you, you will be responsible for providing travel, adequate insurance, and support for them.

**Page 10 University Preference:** It is NOT an expectation that you will have U.S. university preferences. However, if you do, please complete this page as fully as possible. Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual.

If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to the Fulbright Program Office. **Do not apply directly to any U.S. schools once you have submitted your application for a Fulbright competition.**

Please note: Your preferences will be taken into consideration insofar as possible. However, please understand that there is no guarantee that your application will be sent to these programs. Fulbright/IIIE will take into account all preferences a candidate has expressed if we believe they fit the goals of the program and have good academic/research/faculty fit. We will not be able to honor some of the preferences if a candidate's test scores are not competitive for admission. If you do not have a clear idea which US programs will be the best fit, you should leave the University Preference Form blank. IIE Placement staff possesses field-specific expertise and, after conducting extensive research on the programs that will best meet the candidates' goals, will recommend a range of suitable programs.

**Page 11 Writing Sample:** This is not a required field, as it is mainly for Doctoral candidates, but certain Master's candidates would benefit from including a writing sample that will be submitted along with the rest of your application materials to the universities. The academic writing sample (in English) should be a minimum 10-page piece of work that demonstrates your ability to write in English on topics in your field of study.

**Page 12 Test Score:** Test scores are NOT required at this point, but if you have recently taken TOEFL, IELTS, GRE, or GMAT, please upload scanned copies of test score reports. ONLY nominated candidates will be requested to take one or more of these standardized tests to gain admission to a U.S. university. The nominated candidates are entitled to an exemption from the test fees by vouchers. Vouchers will be distributed by the U.S. Embassy.

**Page 13 Additional Information Page:**

- Please upload a copy of your passport bio page here.
- Please upload the required Signature Form here – see Section 4 below.
- Please write and upload a short essay answering the following question: In your area of interest, what do you consider the most important problem and why? How do you think the Fulbright program will help you to go about resolving this issue or continue working to resolve this issue in your country?

#### **STEP 4: Supplemental forms**

The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

**Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The

letters should be written in English if possible. If they are not, an original English translation must be provided.

- Your recommenders have two ways in which they can submit their letters.
  - Your recommenders can complete the forms online and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.
  - You can download the Letter of Reference form and forward to your recommenders who will then complete the forms and e-mail to Fulbright Program Office.

It is the responsibility of the applicant to: Register their referees in this section of the online application or send them Letter of Reference forms as early as possible in the application process; Ensure all referees receive an email notification and link to the online reference form; Ensure all three referees submit the reference no later than the application deadline!

**Report on Proficiency in English:** Optional. If you know someone who can match the types of certified English language evaluators listed on the form, complete the top section of this form and have the remaining portion completed by your language evaluator, who should scan and e-mail this form directly to Fulbright Program Office. If you don't have a language evaluator, complete the top section of this form only, and leave the rest blank.

**Transcript Release Form** (for post-secondary U.S. transcripts only): This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S. Frequently the fees for acquiring multiple copies of U.S. postsecondary transcripts will be covered by the Fulbright Program.

**Signature Form:** You must print out, sign, and upload this form to the additional upload page. Applications without this form uploaded will not be considered complete!

**Academic Records Information:** In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended.

### **STEP 5: Application inspector**

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

Review a PDF version of your application and print a copy for your records.

### **STEP 6: Submit your application**

After completing this application and thoroughly reviewing it, you will submit it electronically to the **Fulbright Program Office in Uzbekistan**. Please note, it is very important that the following questions were answered correctly:

- **Question 1 – Citizenship:** Make sure that you identified **Uzbekistan** as the Fulbright Office to which you are applying.
- **Question 2 – Program:** Make sure that you identified **Fulbright Foreign Student** as the award program to which you are applying.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the **‘update my answers to preliminary questions’** link on the upper-right hand corner of the Home page.

**Note carefully**, after submitting your application electronically, you will be able to access it in a viewable PDF format and access supplemental forms. You will be able to print your application and supplemental forms. However, you will NOT be able to make changes to your application. In addition, you will be able to access tracking information (see below for further information).

## **IMPORTANT**

- ***Deadline for receipt of completed application 17:00h Friday 20th May 2016***
- ***Application and supplemental documentation must be submitted through the Embark System. The Fulbright office will not be accepting hard copy applications this year!***
- ***3 references must be received by the competition deadline 17:00 Friday 20th May 2016. It is the candidate's responsibility to ensure referees submit on time to avoid an incomplete application.***

**APPLICATIONS SUBMITTED AFTER THE DEADLINE WILL BE CONSIDERED INELIGIBLE.**

### **OTHER IMPORTANT INFORMATION**

**Standardized tests:** Nominated candidates will be required to take TOEFL iBT (Test of English as a Foreign Language): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. A wealth of practice material is available at <http://www.ets.org/toefl/>. There are free materials as well as materials that can be purchased.

Note: TOEFL and IELTS scores are valid for two years.

Nominated candidates will be required to take GRE General Test (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Law. The GRE is used by universities to get a sense of a test taker's academic potential and to determine his or her performance in analyzing and evaluating data. Many practice materials can be downloaded for free at <http://www.ets.org/gre/>. The GMAT (Graduate Management Admission Test) is required for certain courses of study in the field of finance and economics. Please determine whether your universities of preference require the GMAT for the degree you seek and prepare accordingly.

Note: GRE/GMAT scores remain valid and are usually accepted by institutions for up to 5 years. The Fulbright Office in Tashkent will cover all costs of the testing process. Recommended candidates should take the TOEFL and GRE/GMAT tests by the end of August 2016. Test scores are an increasingly critical factor in admissions decisions, and grantees should take test preparation very seriously.

Candidates should try to obtain TOEFL scores that are in the 80s and higher (for candidates in Law, Public Administration, Journalism, Education, etc. - where strong written and spoken English skills are critical for successful study/research - scores should be 100 or more). On the GRE you should try to score 155 on Verbal and Quantitative sections. It is recommended that all applicants begin to familiarize themselves with the required tests at least three four months before taking them. Since candidates will be selected by July and testing will occur in August, we urge you (!) to begin review and practice of the tests during the summer months.

For more information about the TOEFL and GRE/GMAT tests please contact EducationUSA Advising Center: <https://educationusa.state.gov/centers/educationusa-advising-center-tashkent>

**Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for nine to twelve months beginning in August or September. You are eligible to apply to renew your grant and complete your master's degree. In order for your grant to be renewed, you must demonstrate that you have made satisfactory academic progress in your authorized study program and have maintained full-time study status.

A grant for LL.M. study is 1 academic year in length and is not renewable.

Candidates appointed to certain types of Fulbright grants may be required to arrive during the summer for an introductory course or intensive English program prior to the academic year.

**Change of Plans:** You should promptly inform your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.